

MARK SANFORD, CHAIRMAN
GOVERNOR

CONVERSE A. CHELLIS, III, CPA
STATE TREASURER

RICHARD ECKSTROM, CPA
COMPTROLLER GENERAL



SC BUDGET AND CONTROL BOARD

Office of Human Resources
Samuel L. Wilkins
DIRECTOR

803-737-0900
FAX 803-737-0968

HUGH K. LEATHERMAN, SR.
CHAIRMAN, SENATE FINANCE
COMMITTEE

DANIEL T. COOPER
CHAIRMAN, HOUSE WAYS AND MEANS
COMMITTEE

FRANK W. FUSCO
EXECUTIVE DIRECTOR

MEMORANDUM

TO: Agency Heads and Human Resources Directors of All Agencies, Boards,
Commissions, and Higher Education Institutions

FROM: Samuel L. Wilkins, Director
Office of Human Resources

DATE: May 27, 2010

SUBJECT: Human Resources Regulations Changes

Changes to the State Human Resources Regulations will become effective May 28, 2010. As a result, OHR would like to remind agencies to review and revise any policies, as needed regarding the following topics.

Annual Leave

State Human Resources Regulation 19-709.02 B.1.c., regarding annual leave earnings for employees with service of more than ten years, has been amended so employees will not be required to wait until the following month to earn the additional 1¼ workdays earned for each year of service over ten years.

Compensatory Leave for Part-time Employees

Regulation 19-712.01 S. has been added which will allow a part-time employee to be granted compensatory leave instead of being paid for time worked over the employee's scheduled hours in a workweek. Compensatory leave under this provision is earned on an hour-for-hour basis. Nonexempt part-time employees who work in excess of 40 hours in a workweek would be governed by Regulation 19-709.02 J. regarding overtime – compensatory time.

This compensatory leave should be used before annual leave or leave without pay. All non-exempt employees shall be paid for unused compensatory leave prior to or upon separation from employment. Exempt employee shall not be paid for unused compensatory leave upon separation from employment.

FTE Positions

Regulation 19-701.10, FTE Positions, which states that an employee may not occupy more than one FTE position, has been added.

Break in Service Extension

Regulation 19-719.01 B.2. has been amended to allow an agency head to approve an extension from 15 calendar days up to but not in excess of six months for an employee in a full-time equivalent (FTE) position to be employed in another FTE position within State government without having a break in service. The approval must be made prior to the employee receiving a lump sum payment for unused annual leave and within 15 days of the last day the employee is in pay status. Formerly, agency heads requested approval from the State Human Resources Director.

Shift Differential

Shift differential pay, Regulation 19-705.07 B., has been amended to clarify that the majority of the hours of a shift for which classifications of employees are approved, must be outside the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. The shift differential definition in Section 19-700 has also been amended.

The list of the changes to the State Human Resources Regulations may be viewed in detail on the Office of Human Resources' website at <http://ohr.sc.gov/OHR/OHR-hottopics.phtm>. If you have any questions concerning these changes, please contact the Office of Human Resources at 803-737-0900.